MINISTRY AND AGENCIES TRADE AND INDUSTRY INFORMATION EXCHANGE PROJECT (MATRIIX PROJECT)

USER MANUAL

TEXTILE

CERTIFICATE OF ORIGIN APPLICATION

MINISTRY OF INTERNATIONAL TRADE AND INDUSTRY

Prepared By

MITI

October 10 2008
Version 1.1.3

SECTION A : INTRODUCTION

Chapter A-1 Overview

Malaysia's export of textiles and clothing's to Canada, the European Union, Norway and Turkey are subjected to each country category. Starting from 1st January 2005, MITI will only process Certificate Origin (CO) application. Application for CO has two modes, which are online submission and manual submission.

For online mode, new exporters have to register with MITI in order to use the system and EKP (Enterprise Knowledge Portal) as well. A user id and password will be supplied to the registered and existing exporters

A-1-1 What is Textile Application System?

Textile Application System is a system that provide these functions to users:-

- To computerizes and further improves Textile application processing efficiency
- To facilitates users in applying for Textile application
- To promote paperless environment

A-1-2 OBJECTIVE

The objectives of Textile Application system are:-

- To upgrade the availability and performance of the existing system so that it will function as an information centre on international trade.
- To provide a platform that allows the sharing of information between MITI and its agencies as well as its clients.
- To improve productivity and efficiency within MITI by introducing automated workflow applications.

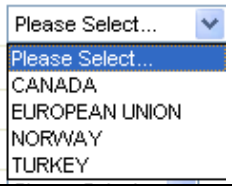
A-1-3 System Benefit

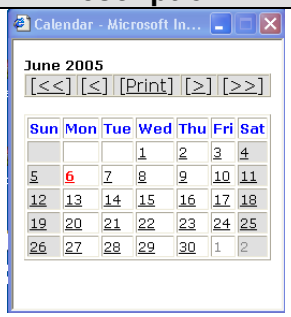
The benefits that user can get from Textile Application system is:-

- To allow applicant to apply CO thru Online or Web.
- Tracking and monitoring of process and status.
- Immediate notification will be received and all the information will be kept in database for future references and easy to retrieve.

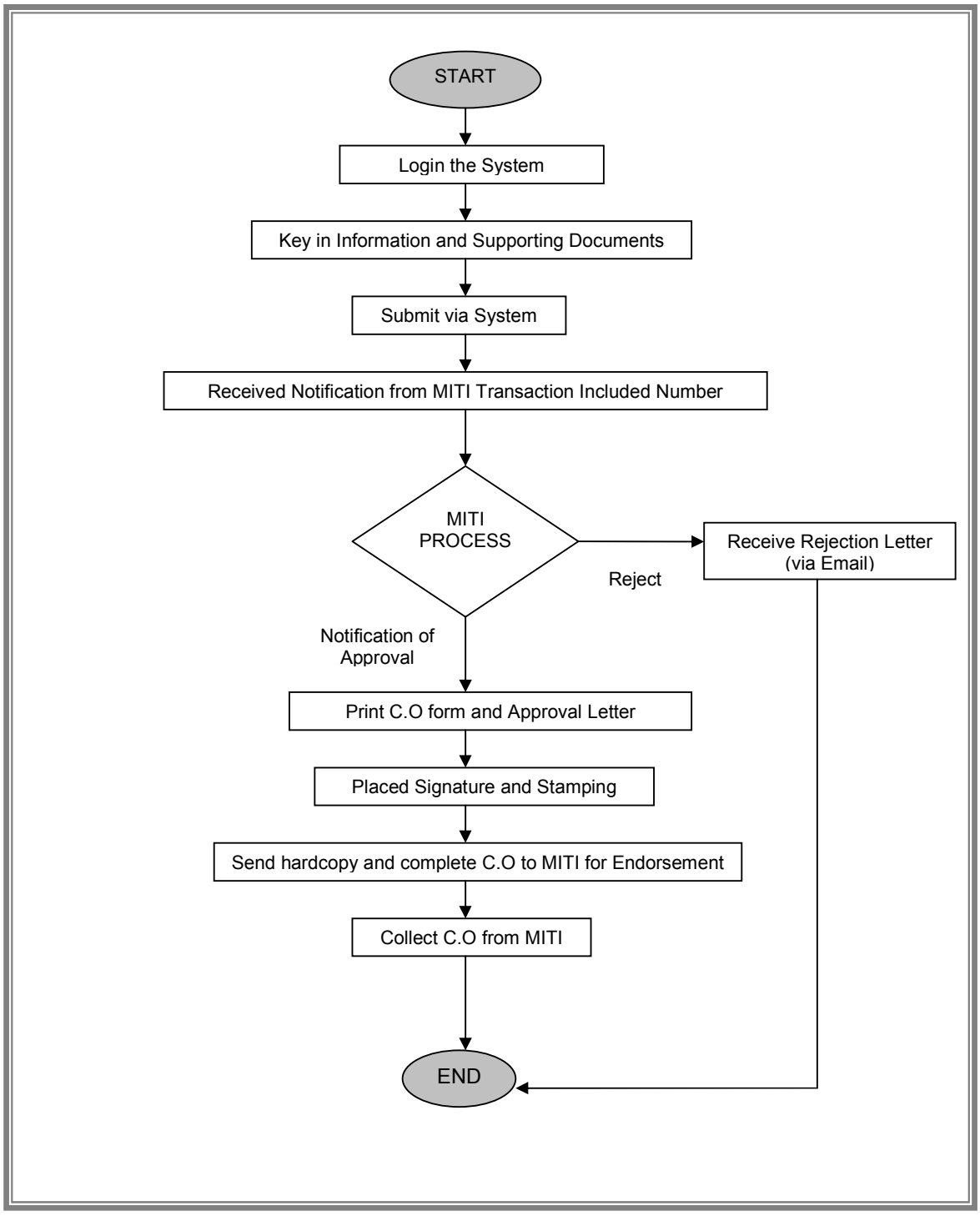
A-1-4 Common Fields and Definitions

Some of the common fields and icons are available in the system screens as follows:

Field	Description
Input Field	• This Field requires the user to key in the necessary information based on its label • Examples of usage : • Input Field with Asterisk (*) is mandatory field.
Radio Button	• This field requires the user either to select for enabling it or deselect for disabling it. The select and deselect actions can be done by clicking on the circle. Only one radio button can be selected at one time. • Example of usage :
Check box	• Similar to radio button, this fields requires the user either to enabling it or disabling it. The select and deselect actions can be done by clicking on the square box. Example of usage :
Dropdown List	• This field requires the user to select an option from the displayed list. These options will be displayed in the list by clicking the arrow down button. • Example of usage : 
Hyperlink	• The hyperlinks menu for the system is represented in Blue color. Click on the highlighted text and the system will automatically take action based on displayed text.
Calendar	• This Icon is use to select date. If user clicks at this button, calendar will pop up on screen. User can select the necessary date from the calendar.

Field	Description
	

PROCESS FLOW DIAGRAM

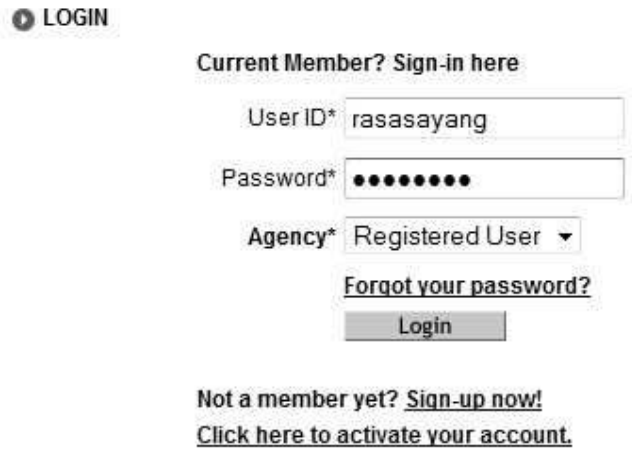


Accessing MITIIS Services

In order to access the MITIIS Services, you need to configure your browser to allow pop-up windows or remove any pop-up blocker installed.

1. **Go to http://www.miti.gov.my**
2. **Click on the login link to login to EKP.**

3. **Fill-in your User ID and Password and select Registered User as your Agency. Click Login.**

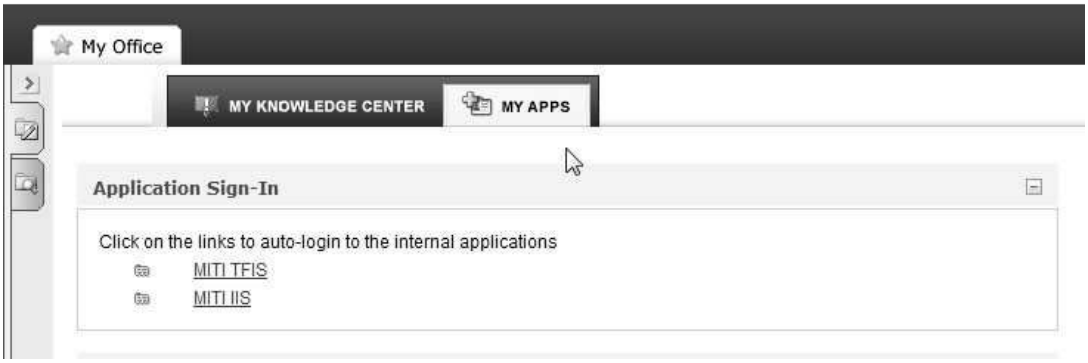


4. **Once logged in, you will be redirected to a dashboard called My Office.**
5. **You should change your password the first time you logged in. To change password, click on My Profile.**

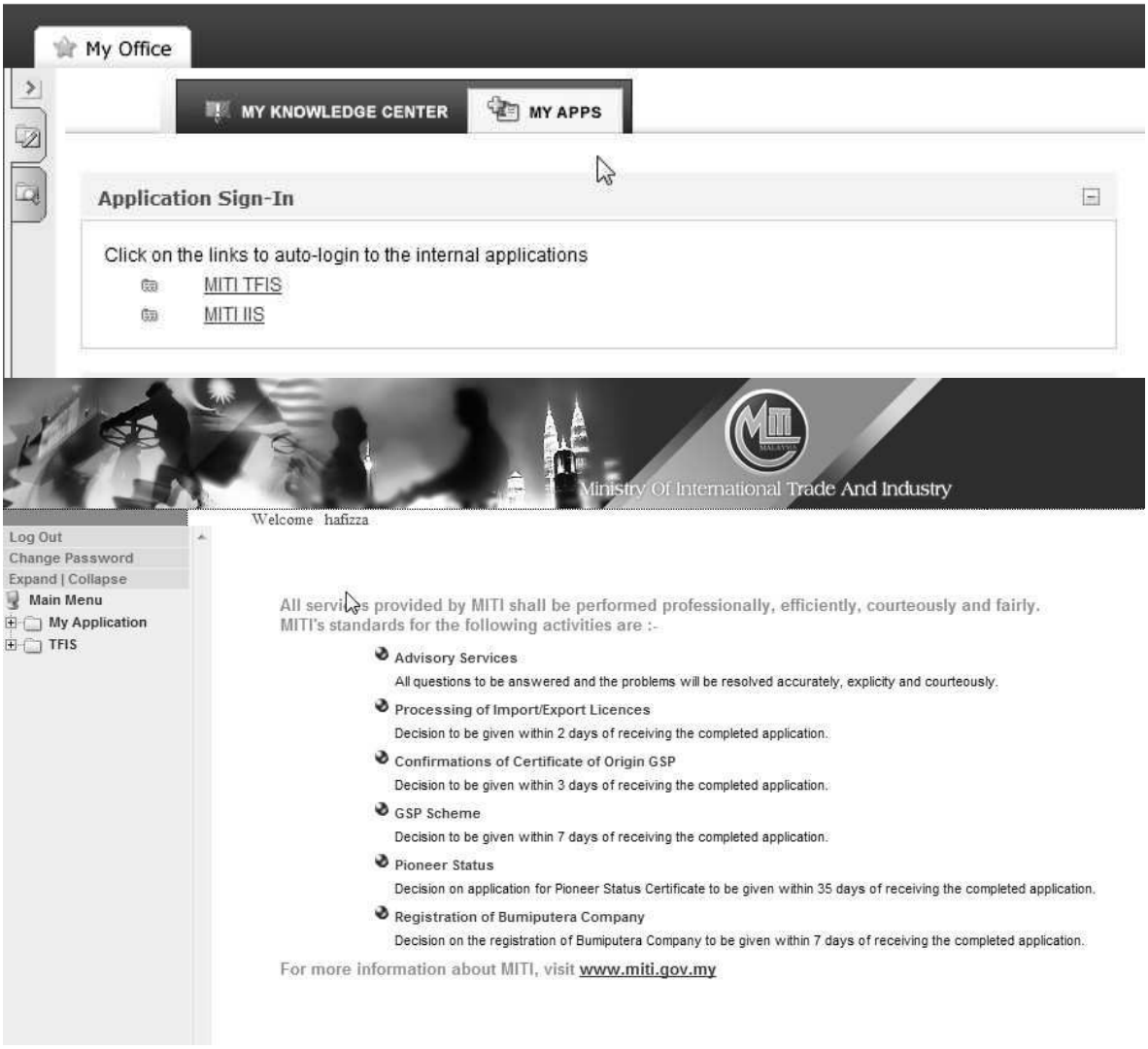
6. **Scroll down to the end of the My Profile page, and you will see the Change Password form. Enter the fields requested and click on the Update button.**

7. **In My Office dashboard, click on My Apps to access MITIIS.**

8. **In the Application Sign-In portlet, click on MITI IIS or MITI TFIS to access the respective application.**



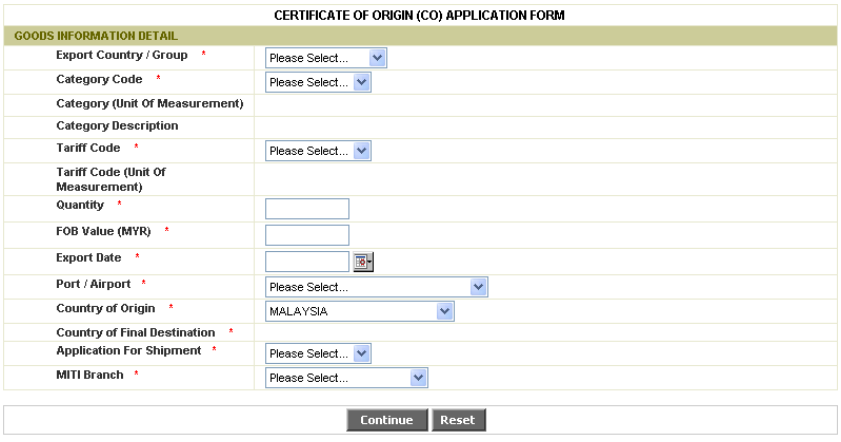
9. **The process will be continued with a pop up window from MITI Internal Application.**


My Office
MY KNOWLEDGE CENTER
MY APPS
Application Sign-In
Click on the links to auto-login to the internal applications
MITI TFIS
MITI IIS
Ministry Of International Trade And Industry
Welcome hafizza
Log Out
Change Password
Expand | Collapse
Main Menu
My Application
TFIS
All services provided by MITI shall be performed professionally, efficiently, courteously and fairly.
MITI's standards for the following activities are :-
Advisory Services
All questions to be answered and the problems will be resolved accurately, explicity and courteously.
Processing of Import/Export Licences
Decision to be given within 2 days of receiving the completed application.
Confirmations of Certificate of Origin GSP
Decision to be given within 3 days of receiving the completed application.
GSP Scheme
Decision to be given within 7 days of receiving the completed application.
Pioneer Status
Decision on application for Pioneer Status Certificate to be given within 35 days of receiving the completed application.
Registration of Bumiputera Company
Decision on the registration of Bumiputera Company to be given within 7 days of receiving the completed application.
For more information about MITI, visit www.miti.gov.my

APPLYING FOR NEW CO

Below are the step-by-step instructions for user to follow in order to apply for **CO Textile on web.**

Steps

Step	Action
1.	From **User Main** page click on **TFIS – Textile - Certificate of Origin** menu. **Result: The application form sub** menu will be expanded. **Figure 0-1 : User's main page**
2.	Click on the **Application Form** menu under **Certificate Of Origin** folder. **Result: New - Main Certificate Of Origin Application Form** page will be displayed.  **Figure 0-2 :New - Main Certificate Of Origin Application Form page**

Step	Action
3.	Key in all required categories: • **Export Country /Group*** – select from dropdown list. • **Category Code* -** select from dropdown list • **Tariff Code*** - select from dropdown list • **Quantity***. • **FOB Value* (MYR)** • **Export Date* –** click button to select date • **Port / Airport* -** select from dropdown list • **Country of Origin* -** select from dropdown list • **Application for Shipment* -** select from dropdown list • **MITI Branch* -** please select branch to process the application from dropdown list * **Mandatory fields** Click on button. **Result: New - Main Certificate Of Origin Application Form** page will be displayed.

Step	Action

CERTIFICATE OF ORIGIN (CO) APPLICATION FORM

MANUFACTURE / EXPORTER (NAME, FULL ADDRESS, COUNTRY)

Code	528434W		
Name	AURORA CHEMICALS SDN BHD		
Address	LOT 3, JLN TPP 5/15 TMN PER-INDUSTRIAN PUCHONG		
Postcode	47100	City	PUCHONG
Country	MALAYSIA	State	SELANGOR
Tel No		Fax No	

CONSIGNEE (NAME, FULL ADDRESS,COUNTRY)

Code			
Name *			
Address *			
Postcode		City	
Country	CANADA	State	
Tel No		Fax No	

OTHERS INFORMATION

Category Code	10	Category (Unit Of Measurement)	PCE
Category Description	SLEEPWEARS & BATHROBES		
Tariff Code	610342000	Tariff Code (Unit Of Measurement)	UNT
Country Of Origin	MALAYSIA	Country Of Destination	CANADA
MITI Branch	Ibu Pejabat Kuala Lumpur	Quantity	211
Invoice No *		Invoice Date *	
Contract No		Purchase Order No *	
Export Date	21/03/2006	Application For Shipment	Before
Port / Airport	BAYAN LEPAS		

Mean Of Transport/ Additional Transportation Information

Place and Date of Shipmet - Mean Of Transport *			
Term Of Sale, Payment and Discount			
Method Of Notification	Company's Email	Fob Value (MYR)	44.00

MARKS AND NUMBERS - NUMBERS AND KIND OF PACKAGES

Marks And Numbers - Kind Of Packages - Description of Goods

Marks	Kind of Packages	Goods Description	Quantity / Weight	Unit Of Measurement	Currency Code	Fob Value
*		*	*	pce *	USD *	*

Add More

APPLICANT DECLARATION

Name *	Khairul Zamani Ahmad Albab
IC / Passport No	62034616
Designation *	Shipping CEO
Tel No	62034616
Date	21/03/2006

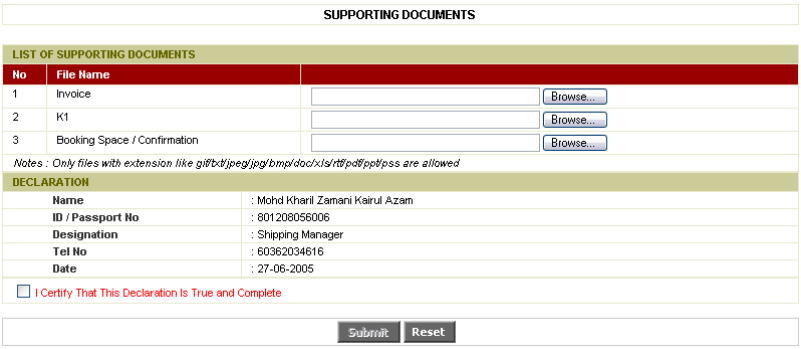
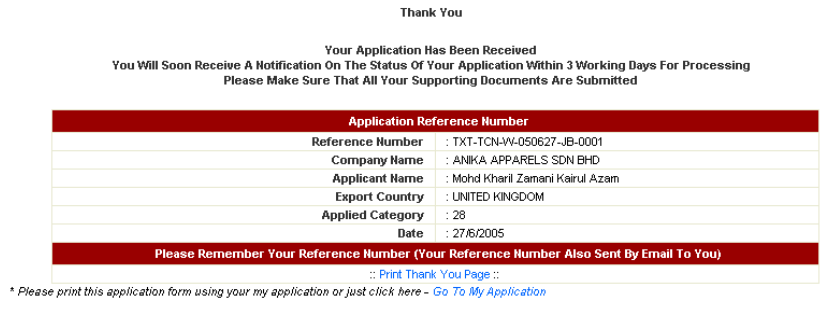
I,the undersigned, certify that the goods described above are orginating from Malaysia

Back | Continue | Preview

Figure 0-3 : New - Main Certificate Of Origin Application Form Cont. page

4.	Key in the details for the **Consignee** column. The details that should be entered are: • **Code** • **Name*** • **Address*** • **Postcode**

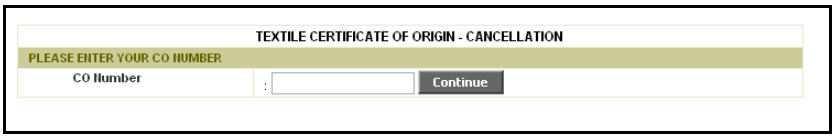
Step	Action
	• **City** • **State** • **Tel. No** • **Fax No.** * **Mandatory Fields.**
5.	Key in the details for the **Others Information** column. The details that should be entered are: • **Invoice No***. • **Invoice Date*** - Key in date on dd/mm/yyyy format or click on button to select date**.** • **Contract No.** • **Purchase Order No*.** • **Place and Date of Shipment / Mean of Transport*** • **Term of Sale, Payment and Discount** * **Mandatory fields**
6.	Key in the details for the **Marks And Numbers – Number And Kind Of Packages – Description Of Goods** column. The details that should be entered are: • **Marks** * • **Kind Of Packages** • **Goods Description*** • **Quantity Or Weight*** • **Unit Of Measure*** - Select from the dropdown list • **Currency Code*** - Select from the dropdown list • **FOB Value*** * **Mandatory fields**

Step	Action
	Notes: Click on the ADD MORE button to add more columns.
7.	Click on the check box with red text for declaration.
8.	Click on PREVIEW button to preview the page. Else, click on the CONTINUE button to submit the application. **Result: Supporting Documents** page will be displayed.  SUPPORTING DOCUMENTS LIST OF SUPPORTING DOCUMENTS No / File Name 1 Invoice Browse... 2 K1 Browse... 3 Booking Space / Confirmation Browse... Notes : Only files with extension like gif/txt/jpeg/jpg/bmp/doc/xls/rtf/pdf/ppt/pss are allowed DECLARATION Name : Mohd Kharil Zamani Kairul Azam ID / Passport No : 801208056006 Designation : Shipping Manager Tel No : 60362034616 Date : 27-06-2005 I Certify That This Declaration Is True and Complete Submit Reset **Figure 0-4 :Supporting Document Page**
9.	Click on Browse... button to browse file located in your PC. Supporting document is **compulsory** for **Online Application**. If user wants to clear all the supporting documents, click on Reset button the entire supporting document. Click on the check box with red text for declaration and then click at Submit button. **Result: Thank you** page with **Application Reference Number** will be displayed. To print the reference number, click on Print Thank You Page **link.**  Thank You Your Application Has Been Received You Will Soon Receive A Notification On The Status Of Your Application Within 3 Working Days For Processing Please Make Sure That All Your Supporting Documents Are Submitted Application Reference Number Reference Number : TXT-TCN-W-050627-JB-0001 Company Name : ANIKA APPARELS SDN BHD Applicant Name : Mohd Kharil Zamani Kairul Azam Export Country : UNITED KINGDOM Applied Category : 28 Date : 27/6/2005 Please Remember Your Reference Number (Your Reference Number Also Sent By Email To You) :: Print Thank You Page :: * Please print this application form using your my application or just click here - Go To My Application **Figure 0-5 :Thank You page**

A-1-5 APPLYING FOR CO CANCELLATION

Below are the step-by-step instructions for user to follow in order to apply **Cancellation for CO**.

Steps

Step	Action
1.	From **User Main** page click on **TFIS – TEXTILE – Cancellation** menu. **Result: The Application Form** sub menu tree will be expanded. **Figure A-1-5-1 :User's main page**
2.	Click on the **Web Application** menu under **Cancellation** folder. **Result: Certificate Of Origin Cancellation Form** menu page will be displayed.  **Figure A-1-5-2 :Certificate of Origin menu page**
3.	Key in **CO Number** and then click on button. **Result**: **Certificate of Origin (CO) Cancellation Application Form** page will be displayed.

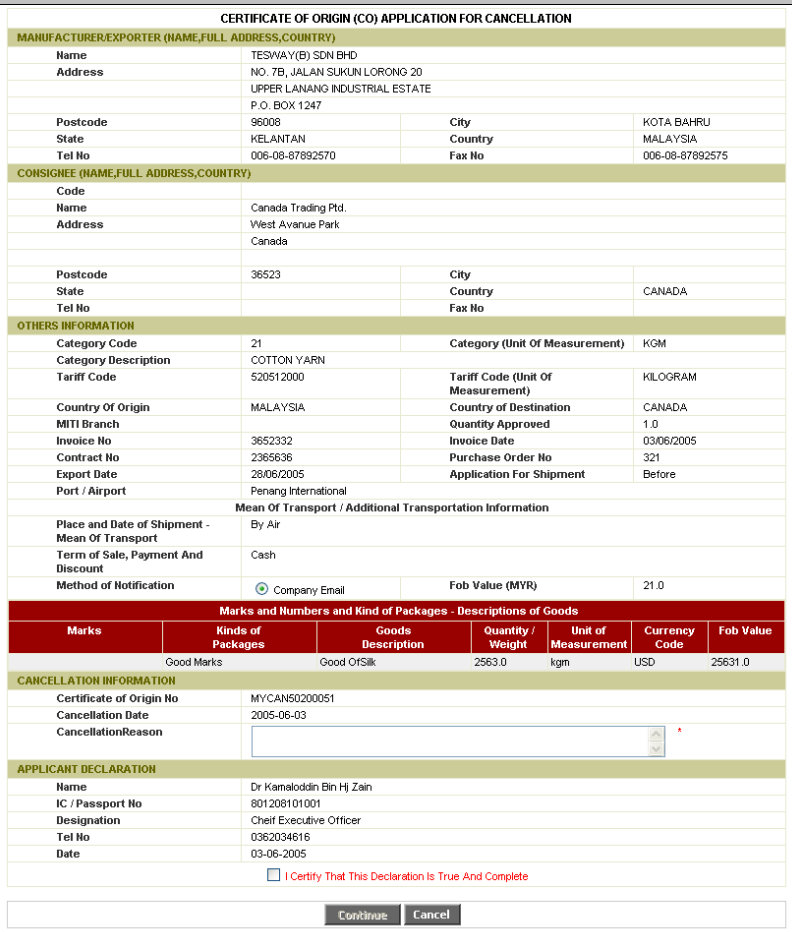
Step	Action
	

Figure A-1-5-3 :CO Cancellation Form page

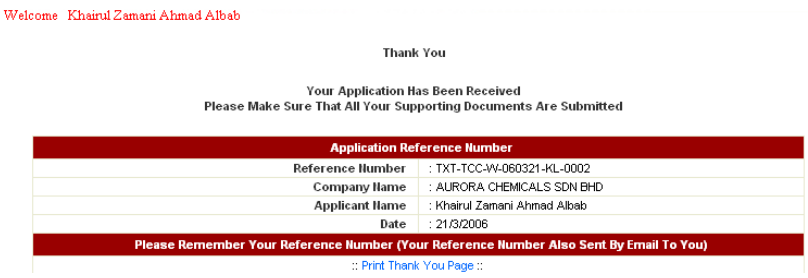
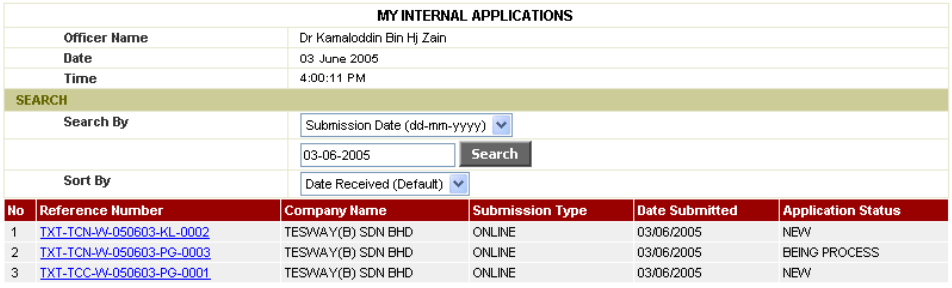
4.	Key in the Reason for CO cancellation at **Cancellation Reason Field**.
5.	Tick the checkbox *I Certify the Declaration Is true And Complete* and click on Continue button. **Result: Thank You Page** will be displayed. To print the reference number, click on Print Thank You Page **link** 

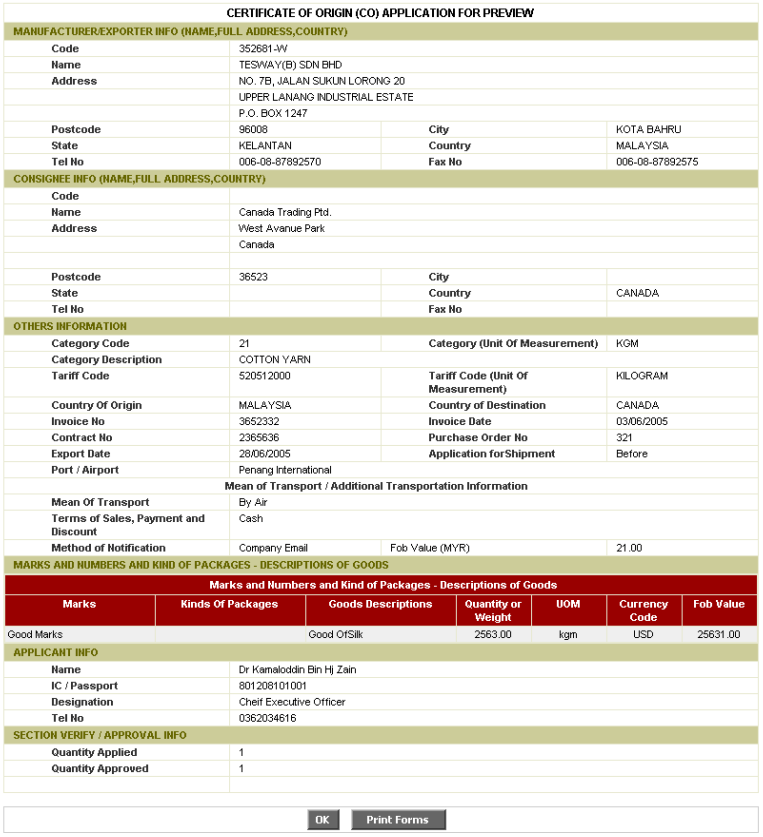
Figure A-1-5-4 :Successful submission page

A-1-6 APPLICATION MYAPPS

Application MyApps provide facilities for applicant to allow them to monitor the status of their application submitted weather thru online or manual.

Steps

Step	Action
1.	From **User Main page** click on **Expand** menu. **Result:** The folder tree will be expanded. **Figure A-1-6-1 :User's main page**
2.	Click on the **Applicant Myapps** menu under **User** folder. **Result: My Internal Applications** with **Application Applicant** previous successful transactions will be displayed.  **Figure A-1-6-2 :My Internal Applications page**
3.	To search for a specific transaction, select the type of searching in the **Search By** drop down list and key in the appropriate value which are: • **Status** – New, Under Process, Approved, Rejected • **Reference Number** – Refer Appendix A

Step	Action
	• **Submission Type** – Online, Manual • **Submission Date** – key in date of transaction (dd/mm/yyyy format) **Tips!** For easy searching, key in the reference number according to the reference number format to get the exact result. i.e. Key in **TXT-TCN-W-051127-KL-** to search for Textile application, New CO, Web application, apply on 27/11/2005, and process at KL branch.
4.	Click on the **reference number** to view the application details. **Result: Certificate Of Origin (CO) Application For Preview** will be displayed. 
6.	If user wants to print the form click on button. **Result:** Data Form on PDF format will be displayed and ready to print.

CERTIFICATE OF ORIGIN (CO) APPLICATION FOR PREVIEW

MANUFACTURER/EXPORTER INFO (NAME,FULL ADDRESS,COUNTRY)			
Code	352681-W		
Name	TESWAY(B) SDN BHD		
Address	NO. 7B, JALAN SUKUN LORONG 20		
	UPPER LANANG INDUSTRIAL ESTATE		
	P.O. BOX 1247		
Postcode	96008	City	KOTA BAHRU
State	KELANTAN	Country	MALAYSIA
Tel No	006-08-87892570	Fax No	006-08-87892575
CONSIGNEE INFO (NAME,FULL ADDRESS,COUNTRY)			
Code			
Name	Canada Trading Ptd.		
Address	West Avanue Park		
	Canada		
Postcode	36523	City	
State		Country	CANADA
Tel No		Fax No	
OTHERS INFORMATION			
Category Code	21	Category (Unit Of Measurement)	KGM
Category Description	COTTON YARN		
Tariff Code	52051200	Tariff Code (Unit Of Measurement)	KILOGRAM
Country Of Origin	MALAYSIA	Country of Destination	CANADA
Invoice No	3652332	Invoice Date	03/06/2005
Contract No	2365636	Purchase Order No	321
Export Date	28/06/2005	Application forShipment	Before
Port / Airport	Penang International		
Mean of Transport / Additional Transportation Information			
Mean Of Transport	By Air		
Terms of Sales, Payment and Discount	Cash		
Method of Notification	Company Email	Fob Value (MYR)	21.00

MARKS AND NUMBERS AND KIND OF PACKAGES - DESCRIPTIONS OF GOODS

Marks and Numbers and Kind of Packages - Descriptions of Goods

Marks	Kinds Of Packages	Goods Descriptions	Quantity or Weight	UOM	Currency Code	Fob Value
Good Marks		Good OfSilk	2563.00	kgm	USD	25631.00

APPLICANT INFO	
Name	Dr Kamaloddin Bin Hj Zain
IC / Passport	801208101001
Designation	Cheif Executive Officer
Tel No	0362034616
SECTION VERIFY / APPROVAL INFO	
Quantity Applied	1
Quantity Approved	1

OK Print Forms

Figure A-1-6-3 :Certificate of Origin Application for Preview

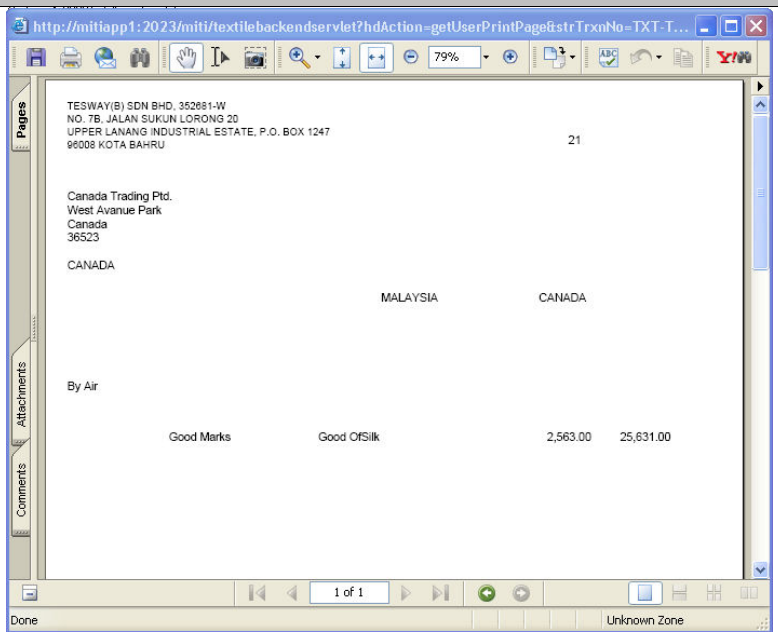
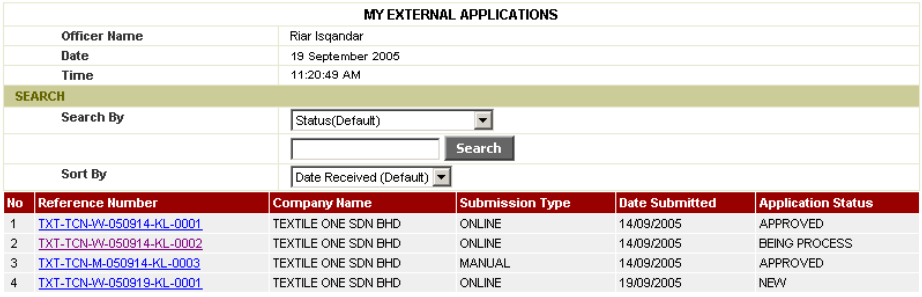
Step	Action
	

Figure A-1-6-4 :Data Form page

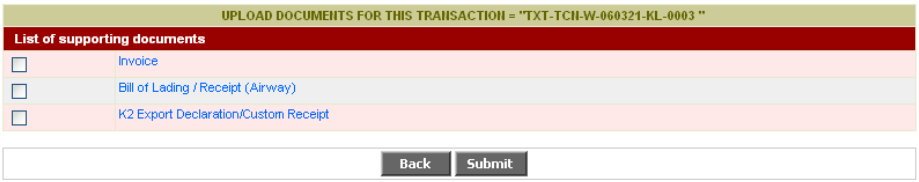
A-1-7 UPDATING APPLICATION

Updating application provide facilities for applicant to allow them to update application with **New** and **Query** status. It does allow applicant to edit or update their application that submitted thru online.

Steps

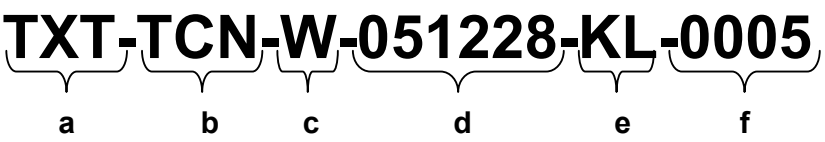
Step	Action
1.	From **User Main page** click on **Expand** menu. **Result:** The folder tree will be expanded. **Figure A-1-7-1: User's main page**
2.	Click on the **Applicant Myapps** menu under **User** folder. **Result: My Internal Applications** with **Application Applicant** previous successful transactions will be displayed.  **Figure A-1-7-2: My Internal Applications page**
3.	To update the **New application** or **Application** with query status :- Click on the **reference number** to proceed.

Step	Action
	Result: Certificate Of Origin (CO) Application For Preview will be displayed. **Figure A-1-7-3: Certificate of Origin Application Updating screen**
6.	To re upload **Supporting Document**, click on **Re-upload Supporting Document** link menu. **Result** : **Upload Document Page** will be displayed.

Step	Action
	 **Figure A-1-7-4: Upload Document Page** Tick the check box button that needs to change and than click on Submit button. **Result : List of Supporting document page** will be displayed **Figure A-1-7-5: List supporting Document page** Click on Browse... button to browse file located in your PC and then click on Submit button.
7.	User can change any data at fields and then click on Update Application button to update and save the data entered.

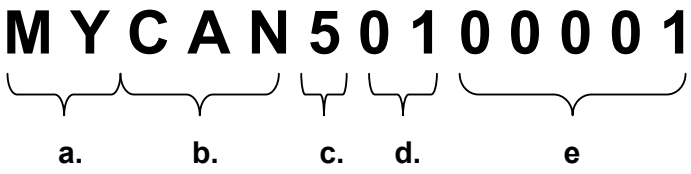
APPENDIX A

1. Reference for Transaction Number



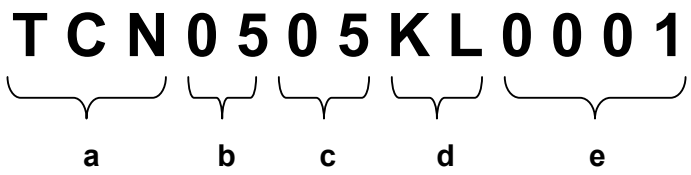
SECTION	DESCRIPTION
a	Type of module
b	Type of transaction
c	Type of submission
d	Date of submission
e	Branch code
f	Transaction running number

2. Reference for Certified of Origin (CO) Number



SECTION	DESCRIPTION
a	Malaysia
b	Type of country (short code)
c	Year of submission
d	Branch license code
e	Transaction running number

3. Reference for Counter Slip Number



SECTION	DESCRIPTION
a	**TCN –** Textile CO New Registration **TCC –** Textile CO Cancellation
b	**Year of submission**
c	**Month of submission**
d	**Branch code**
e	**Transaction running number**

APPENDIX B

BASIC REQUIREMENTS TO PROCESS APPLICATION

NO	HARDWARE	SOFTWARE	DESCRIPTIONS	BRAND
1.	Scanner	Appropriate driver and software installed	To scan supporting documents and attach to the application according to the name of document in .jpg, .tif	Any.
2.	Dot matrix printer	Appropriate driver installed	Dot matrix printer is required to print gazette forms thru Myapps menu.	Any. By default, the setting will follow OKI Microline 390 FB brand.
3.	Laser jet / bubble jet	Appropriate driver installed	To print letter / transaction details	Any
4.	PC (Recommended 128 mb RAM)	Windows 2000 / Windows XP (recommended Windows XP)	Service pack 4 for Windows 2000 / service pack 2 for Windows XP	
		Adobe Acrobat Reader V.6 (at least)	To view details that will display at forms and to print	

PRINTER SETTING:

1. Page scaling must be "Fit to printer margins"

2. Paper size must follow the exact size when printing. Go to Properties when window for printing appear , set paper size according to the color:

a. CO Yellow -- Letter
b. EL Pink -- A4
c. EL Green --Letter

PRINTER SETTING FOR OKI MICROLINE 390 FB

TYPE	SUB TYPE	SETTING
Font	Print Mode	Courier
Font	Pitch	15 CPI
Font	Style	Normal
Font	Size	Single
General Control	Emulation Mode	EPSON LQ
General Control	Graphics	Uni-directional
General Control	Max Receive Buffer	8K
General Control	Paper Out Override	No
General Control	Print Registration	0
General Control	Operator Panel Functions	Full Operation
General Control	Reset Inhibit	No
General Control	Print Suppress Effective	Yes
General Control	Page Width	10.6"
General Control	Wait Time	1 sec
General Control	Eject Direction	Front
Vertical Control	Line Spacing	6 LPI
Vertical Control	Skip Over Perforation	No
Vertical Control	Auto LF	No
Vertical Control	Auto CR (IBM)	No
Vertical Control	Auto Feed XT (EPSON)	Invalid
Vertical Control	Page Length	12"
Vertical Control	Sheet Page Length	11 2/3"
Symbol Sets	Character Set	Set II
Symbol Sets	Code Page	USA
Symbol Sets	Language Set	ASCII
Symbol Sets	Zero Character	Unslashed
Symbol Sets	Slashed Letter 0	No

APPENDIX C

Basic PC Requirement

- Windows 98 / ME / 2000 / XP (recommended)
- Internet connection
- Internet browser (Netscape V8, Internet Explorer V6)
- Printer (to print letter)
- Scanner (to scan supporting documents).
- Adobe Reader V6 or higher.

Prerequisite to Begin Transaction

- Companies have to register with MITI to get ID number.
- Supporting documents are compulsory to attach for each applicants. transaction type

Feedback and Contact Information

Helpdesk

- 03-62000432 / 430 / 409

For more information, visit

http://www.miti.gov.my

APPENDIX D

Definitions, Acronyms, and Abbreviations

This subsection provides the definitions of all terms, acronyms, and abbreviations required to properly interpret the user manual. This information may be provided by reference to the project's Glossary.

MITI	**M**inistry Of **I**nternational **T**rade And **I**ndustry
MITIIS	**M**ITI **I**ntegrated **T**rade and **I**ndustry **I**nformation **S**ystem
TFIS	**T**rade **F**acilitation **I**nformation **S**ystem
IIS	**I**ndustry **I**nformation **S**ystem
CO	**C**ertificate Of **O**rigin
AP	**A**pproved **P**ermit
CA	**C**ost **A**nalysis
GSP	**G**eneralised **S**ystem of **P**references
CEPT	**C**ommon **E**ffective **P**referential **T**ariff

NUMBER TO BE CONTACT (IT)

NAME : ZAIMAH NOH
PHONE NO. : 620000409
EMAIL : zaimah.noh@miti.gov.my

NAME : NANI KHAIZURA AB RAHMAN
PHONE NO. : 620000430
EMAIL : nanikhaizura.rahman@miti.gov.my

NAME : KAVITA SEKARAN
PHONE NO. : 62000432
EMAIL : kavita@miti.gov.my